



# BUILDING PERMIT APPLICATION FOR COMMERCIAL, INDUSTRIAL & INSTITUTIONAL

10, 1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754  
www.mountainview county.com

## INFORMATION AND CHECKLIST REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL

A Building Permit Application will only be processed when it is completed in its entirety. This checklist **should be completed by the applicant**. All boxes should be checked and the required information attached to the application. **The Permitting Department will accept the application when all of the following requirements are addressed. All boxes must either be checked with a ✓ or N/A (not applicable).**

### Required Information

- ☐ **Approved Development Permit;**
- ☐ **Application Form** – completed (please put N/A in spaces which are not applicable);
- ☐ **Signature of Applicant on Permit Applicant Declaration**
- ☐ **Site Plan**
- ☐ **All commercial, industrial, and institutional buildings must comply with the “National Energy Code of Canada for Buildings 2017”**
- ☐ **Determine Alberta Building Code Part** (whether Part 3 or Part 9) in which building is covered. Generally, buildings under 600m<sup>2</sup> fall under Part 9. Exceptions apply.
- ☐ **Determine whether Professional Involvement is required** (see Professional Involvement Chart- you will need to know your building classification) **you may also contact the Building Safety Codes Officer.**

### **If Professional Involvement IS NOT required:**

- ☐ Three (2) complete set of drawings and one (1) electronic set.

**If Professional involvement IS required: two (2) complete set of drawings and one (1) electronic set.** Please ensure the plans are stamped, dated, and signed by the Professional Engineer and/or Architect responsible for the project (if required by the Alberta Building Code) including

- a) Site plan
- b) Architectural
- c) Structural – Part 3 Buildings **MUST** meet Part 4 of the Alberta building Code
  - i. For a Building which falls under Part 9, the following may be required
    - (1) A Professional Engineer stamp for complex structural components and for those areas which are outside the description of Part 9 of the Alberta Building Code
    - (2) ‘Schedule A’ from that Professional Engineer indicating that he will review construction of those areas for which his is responsible (‘Schedule B’ is required if the Professional Engineer will be providing any structural drawings.

Note: Upon Completion of the project, ‘Schedule C’ assuring compliance with the Alberta Building Code of the areas which the Professional Engineer stamp addresses.

- d) Mechanical
- e) Plumbing
- f) Electrical

- ☐ **A complete set of ‘Schedules A & B’** (Part 3 Buildings only – Exceptions apply)

**Note:** ‘Schedule C’ upon completion of the project assuring compliance with the Alberta Building Code for each Professional engineer involved.

- ☐ **Application fee** – payable by cheque, debit, credit card (Visa or MasterCard accepted), money order or cash to Mountain View County. See the Fee Schedule attached to the Application form.

## IMPORTANT INFORMATION

- **Incomplete applications may be returned or cause delays in the processing of the application.**
- Upon review of the application, additional information may be requested by the Permit Issuer.
- Additional permits (electrical, gas, plumbing and/or private sewage) may be required for development of structures.
- If development commences prior to obtaining approval, a fine as specified in the Land Use Bylaw will be applied.
- Permits are valid for 2 years but construction must commence within 90 days of issuance and cannot be suspended for more than 120 days.
- You will be responsible to contact Mountain View County to request inspections as noted on your permit and plans review. Contact information for Mountain View County is as follows:

**403-335-3311 Toll Free 1-877-264-9754**

**[inspections@mvcountry.com](mailto:inspections@mvcountry.com)**

Please allow 48 hour notice for an inspection.



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Permit Type: ☐ Owner ☐ Contractor PRBP \_\_\_\_\_

Application Date: \_\_\_\_\_ Development Permit Number: \_\_\_\_\_

Landowner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Legal: Part of: \_\_\_\_\_ ¼ Sect: \_\_\_\_\_ Twp: \_\_\_\_\_ Rg: \_\_\_\_\_ W of: \_\_\_\_\_ Roll Number (Office Use): \_\_\_\_\_  
Plan: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Rural Address: \_\_\_\_\_  
Directions: \_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Estimated Project Value: \$ \_\_\_\_\_

Project/Building Classification:	Type of Work:	Building Use:	Details:
<input type="checkbox"/> Assembly Occupancies - A <input type="checkbox"/> Business and Personal Services - D <input type="checkbox"/> Mercantile - E <input type="checkbox"/> Low Hazard Industrial- F3 <input type="checkbox"/> Medium Hazard Industrial -F2 <input type="checkbox"/> High Hazard Industrial-F1 <input type="checkbox"/> Care or Detention Occupancy - B <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> New Construction <input type="checkbox"/> Relocation <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Change of Occupancy	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Oil & Gas <input type="checkbox"/> Other (specify) _____	<b>Building Height</b> (ft or # stories): _____ Main Area: _____ sq ft 2 <sup>nd</sup> Storey: _____ sq ft 3 <sup>rd</sup> Storey: _____ sq ft Basement Area: _____ sq ft <b>Total Area:</b> _____ sq ft <b>Basement developed at time of construction?</b> <input type="checkbox"/> yes <input type="checkbox"/> no

Description of Project Work and/or intended use or occupancy of the building:

PRBP

**Permit Applicant Declaration:** The permit applicant certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and work will commence within 90 days and generally expires after one year without an extension request. The permit applicant/owner acknowledges that as per Section 12(2) of the Alberta Safety Codes Act; Mountain View County and its accredited agency are not liable for any decision related to the system of inspections, examinations, evaluations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out. The personal information provided on this form is protected by the Freedom of Information and Privacy Act.

I (am/represent)\* the owner of the land and (will be/represent)\* the owner of the building for which I am submitting this permit application. I have read and understood the statements printed on this form. I agree to all applicable laws in this jurisdiction.

*\*Strike out non-applicable word*

The personal information on this form is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of reviewing and evaluating an application for Development. By providing the above personal information, **the applicant consents to the information being made available to the public and Approving Authority in its entirety** under Section 17(2) of the Alberta Freedom of Information and Protection of Privacy Act. Any inquiries relative to the collection or use of this information may be directed towards to:

Mountain View County FOIP Coordinator 403-335-3311 10-1408 – Twp Rd 320. Postal Bag 100, Didsbury AB T0M 0W0

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

Application and supporting documents can be submitted to [permits@mvcountry.com](mailto:permits@mvcountry.com)

**Bylaw No. 11/22**

**Schedule D - Excerpt  
Planning and Development Services**

**BUILDING PERMIT FEES**

<b>Type of Construction</b>	<b>Permit Fee</b>
Change of use or occupancy review inspection	\$115.50
Riding Arena	\$5.78 / \$1,000.00 construction value to a max \$1,000,000.00 (min \$291.00)
	\$4.07/ \$1,000.00 construction value above \$1,000,000.00
Institutional, Commercial and Industrial Construction	\$5.77 / \$1,000.00 construction value to a max \$1,000,000.00 (min \$291.50)
	\$4.07/ \$1,000.00 construction value above \$1,000,000.00
Fire Code Compliance Inspection	\$99.00

**Add 4% Safety Codes Council Fee for each permit issued with a minimum of \$4.50 and a maximum of \$560.00  
(excluding Long Range Planning Administration Fee)**

Building Variance/Alternative Solution	\$165.00/hr
Re-Inspection/Additional	\$165.00 per inspection
Time Extension	10% of the original fee (not including the Safety Codes and Long Range fees), minimum \$110.00
Cancellation of Permit	1. Prior to Plan Review (less than two days) – 85% 2. After Plan Review – 50% 3. After first inspection and prior to 90 days of Plan Review Issuance – no refund <b>Safety Codes and Long Range Fees – non-refundable</b>

**Note: if a Permit has been closed, it will not be re-opened, and a new Permit will be required**

**LONG RANGE PLANNING ADMINISTRATION FEE**

<b>Applicable to <u>ALL</u> building permits (non refundable)</b>	
Agricultural, Ancillary Buildings (Agriculture, Residential, Direct Control (for individual lots))	\$25.00
Residential, Recreational Facilities and Ancillary Buildings, Direct Control and Ancillary Buildings (for common property)	\$50.00
Agricultural Commercial, Commercial and Ancillary Buildings, Industrial, Agricultural Industrial, Business Park and Ancillary Buildings, Airport District and Ancillary Buildings	\$75.00



**Visa - MasterCard  
Payment Authorization**

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Name of Cardholder: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_

Payment Method:                      Visa        ☐                      MasterCard        ☐

Phone Number: \_\_\_\_\_

\*Payment Reference: \_\_\_\_\_

i.e.: Planning; County Map; A/R Account; etc.

\*We do not accept credit card payments for Tax or Municipal Reserve Payments. There is a \$5000 maximum for credit card payments.

Mountain View County shall not be responsible for the security of any information during delivery by mail or email, and the cardholder agrees as a condition of paying by credit card that it hereby releases and holds harmless the County from any and all claims arising therefrom.

The personal information on this form is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP) for the authorization of a credit card payment. Any inquiries relative to the collection or use of this information may be directed towards to:

Mountain View County FOIP Coordinator  
403-335-3311  
10, 1408 – Twp Rd 320  
Postal Bag 100  
Didsbury AB TOM 0W

Signature of Cardholder: \_\_\_\_\_

The credit card information provided on this portion of the form will not be retained. Once the transaction authorized by this form has been approved, credit card information will be destroyed.

Credit Card Number: \_\_\_\_\_

CSV: \_\_\_\_\_

Expiry Date (mm/yr): \_\_\_\_\_